

1.9 Security. Security is a vital component of the SHARES program. Although not classified, information contained in NCSH 3-3-1, SHARES Directory, is sensitive because of the compilation of station data, and carries a FOR OFFICIAL USE ONLY (FOUO) designation. It is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to FOUO information, and is not to be released in any manner to the public or other personnel who do not have a valid need-to-know. Where there is uncertainty as to a person's need-to-know, the information holder will request dissemination guidance from the SHARES Project Office. REPRODUCTION: The SHARES Directory will not be photocopied or electronically reproduced. If required, additional copies are available from the SHARES Project Office. STORAGE: When unattended, FOUO material will be stored in a locked file container, or in a room with sufficient physical access control measures to afford adequate protection and prevent unauthorized access. If the FOUO information is stored on a computer, access to the information must be password protected. ELECTRONIC TRANSMISSION: FOUO information may be sent via non-secure FAX and by e-mail. The sender will be reasonably assured that the information will not be left unattended or subjected to possible unauthorized disclosure on the receiving end. DISPOSAL: FOUO material will be disposed of in such a manner as to ensure destruction beyond recognition and reconstruction. After destruction, materials may be disposed of with normal waste. SHARES members leaving the program shall destroy their copy(s) of NCSH 3-3-1 and notify the SHARES Project Office of the date of destruction. The SHARES Directory may be returned to the SHARES Project Office at any time for destruction. The loss, compromise, suspected compromise, or unauthorized disclosure of FOUO information will be reported to the SHARES Project Office. MONITORING: SHARES on-air operations are subject to monitoring. Participation in SHARES constitutes consent of monitoring. Results of such monitoring are provided to the SHARES Project Office for non-attribution purposes. PRIVACY ACT: Information voluntarily provided on SHARES Form 1, SHARES Station Data Form, is covered by the Privacy Act of 1974. The information is stored on the Master SHARES Data Base and used by Project Office personnel to contact SHARES members. Information provided in Part 1 is also included in NCSH 3-3-1 and distributed to SHARES members as FOUO information. Failure to provide the information requested on the SHARES Form 1 may result in not being allowed to participate in SHARES. COMPLIANCE: Failure to comply with this security policy to protect information contained in NCSH 3-3-1 from unauthorized personnel shall result in removal from the SHARES HF Radio Program.